

## TO SUBMIT A PROPOSED ORDER

**Choose *Bankruptcy* from the Blue Bar Menu and click on Other/Notices.**

### Bankruptcy Events

Answers	LBR 9013	Motions	Creditor Utilities	Miscellaneous
<a href="#">Objection/Response...</a>	<a href="#">9013 Motions</a>	<a href="#">Other Motions/Applications</a>	<a href="#">Miscellaneous</a>	<a href="#">Other / Notices</a>

**Enter a case number and click next. The program may prompt you to select BK or AP; select the appropriate case. The program will display a list of events. Scroll to Submitted Order.**

### Miscellaneous

[3:04-bk-11605 General Session](#)

Statement of Intent  
Statement of No Opposition  
Stipulation  
**Submitted Order**  
Subpoena Return of Service  
Summary of Schedules  
Tax Identification Number  
Voluntary Petition (Chapter 11)

Next

Clear

**Click Next after highlighting the event. The program will ask if this is a joint filing with another attorney. If so click the box and add the attorney. If not, leave box blank and click Next. You may pick the attorneys from the list of attorneys associated with the case.**

☒ Joint filing with other attorney(s).

Next

Clear

**Select the party you represent in the order. If multiple parties, scroll to each party, hold the [ctrl] key and click. You can add new parties, if necessary.**

**Select the Party:**

Sessions, General [Debtor In Possession]

United States Trustee, [U.S. Trustee]

[Add/Create New](#)

Next

Clear

**The program will prompt for attorney/party associations. Click any that apply and touch next.**

The following attorney/party associations do not exist for this case:  
Please check which associations should be created for this case:

☒ Sessions, General(pty:dbpos) represented by sdsatty, (aty)

☐ United States Trustee, (ust:ust) represented by sdsatty, (aty)

Next

Clear

**Browse for the order you wish to file and attach it. Click Next.**

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

J:\FORMS\submitted order.pdf Browse...

**Attachments to Document:** ☒ No ☐ Yes

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Next

Clear

***The Order must be linked to a pending motion.***

- ☐ 09/28/2004 [2](#) Motion for Adequate Protection *on 1818 Re Certificate of Service mailed on 09/28/04.* behalf of General Sessions. (DERRICK, BEI
- ☒ 09/29/2004 [3](#) Motion to Continue Hearing On (related docu Protection) Filed by AMY B SMITH on beh: document(s)[\[2\]](#) ) (ok1, )

***In the next screen, click the box to refer to an existing event on the docket sheet.***

[3:04-bk-11605 General Sessions](#)

☒ Refer to existing event(s)?

***Select the event category. If you are unsure, select all by clicking and dragging your mouse down the list.***

Select the category

cmp  
court  
crditerd  
misc  
motion  
notice  
oldnibs  
order  
plan  
trustee

▲  
▼

**Select the event and click Next.**

Select the appropriate event(s) to which your

- ☐ 09/28/2004 [1](#) Chapter 11 Voluntary Petition
- ☐ 09/28/2004 [2](#) Motion for Adequate Protection **Certificate of Service** mail  
behalf of General Sessions. (
- ☒ 09/29/2004 [3](#) Motion to Continue Hearing  
Protection) Filed by AMY B  
document(s)[[2](#)] (ok1, )

**The docket text displays. Modify as appropriate.**

Docket Text: Modify as Appropriate.

United States Trustee . (RE: related document(s)[[3](#)] Motion to Continue/

**At the next screen, submit the event to docket it. The Notice of Electronic Filing will display.**